

ACADEMIC OR PROGRESS NOTICE, PAUSE, AND RESTART

I. STANDARDS FOR ACADEMIC OR PROGRESS NOTICE

Students shall be placed on academic or progress notice according to the following standards:

- A. Academic notice – A student who has attempted at least 12 semester units within the District as shown by the official academic record shall be placed on academic notice if the student has earned a cumulative grade point average below 2.0 in all units which were graded on the basis of the grading scale described in Administrative Regulation 4230 – *Grade Point Average and Academic Record Symbols*.
- B. Progress notice – A student who has enrolled in a total of at least 12 semester units within the District as shown by the official academic record shall be placed on progress notice when the cumulative percentage of all units in which a student has enrolled and for which entries of "W", "I," or "NP" are recorded reaches or exceeds fifty percent (50%). The "MW" and "EW" grade shall not be used in the calculation of a progress notice.

II. REMOVAL FROM ACADEMIC OR PROGRESS NOTICE

Students shall be removed from academic or progress notice according to the following provisions:

- A. A student on academic notice for a grade point deficiency shall be removed from notice when the student's cumulative grade point average is 2.0 or higher.
- B. A student on progress notice because of an excess of units for which entries of "W", "I", and "NP" are recorded shall be removed from notice when the cumulative percentage of units in this category drops below fifty percent (50%).
- C. A student may request removal from academic or progress notice or appeal placement on academic or progress notice by following the petition procedure provided by the Admissions and Records office.

III. STANDARDS FOR ACADEMIC OR PROGRESS PAUSE

For the purpose of this section, semesters shall be considered consecutive on the basis of the student's enrollment so long as the break in the student's enrollment does not exceed one full primary term.

Students shall be subject to academic or progress pause by the following standards:

- A. A student who is on academic notice shall be subject to academic pause if the student earned a cumulative grade point average of less than 2.0 in all District units attempted in each of three consecutive semesters, which were graded on the basis of the grading scale described in Administrative Regulation 4230 – *Grade Point Average and Academic Record Symbols*.
- B. A student who has been placed on progress notice shall be subject to progress pause if the percentage of District units in which the student has been enrolled for which entries of "W", "I", and "NP" are recorded in at least three consecutive semesters reaches or exceeds fifty percent (50%).
- C. A student may appeal academic or progress pause by following the petition procedure provided by the Admissions and Records office.
- D. A student on academic notice who earns a grade point average of 2.0 or higher for the semester, but whose cumulative grade point average still results in academic notice, shall have their notice extended an additional semester.
- E. A student on progress notice who completes more than 50% of all units attempted for the semester, but whose cumulative records still results in progress notice, shall have their progress notice extended an additional semester.
- F. Students on academic or progress pause shall remain eligible to access support services and to enroll in noncredit courses.

IV. ACADEMIC OR PROGRESS RESTART

Students who have been paused from the District may apply for academic or progress restart after one semester of non-attendance by following the petition procedure provided by the Admissions and Records office. Students who are restarted and fail to maintain a grade point average of 2.0 or higher during the semester following the restart will be subject to academic or progress pause.

V. NOTIFICATION OF ACADEMIC OR PROGRESS NOTICE AND PAUSE

Every reasonable effort will be made to notify a student of placement on academic or progress notice, pause, or restart after notice or pause, at or near the beginning of the semester in which it will take effect but, in any event, no later than the start of the fall semester.

- A. Counseling and other support services will be offered to any student on academic or progress notice to help the student overcome any academic difficulties.
- B. Academic or Progress Notice, and Pause policies and procedures shall be published in the college catalogs.

- C. At the end of the third semester on which the student is on academic or progress notice, a notice that the student is subject to pause will be sent to the student informing them that they are subject to academic or progress pause.

References:

Education Code Section 70902(b)(3)

California Code of Regulations, Title 5 Sections 55031-55034

Adopted: 07-26-21
Revised: 04-24-23
Revised: 05-18-26